Water, Society, and Policy

GRADUATE STUDENT HANDBOOK
Welcome to the Water, Society and Policy MS program and the School of Natural Resources and the Environment at the University of Arizona

This handbook is designed to answer questions you may have while you proceed through your degree program. It highlights items specific to the Water, Society and Policy program within the School of Natural Resources and the Environment and complements materials on the Graduate College website: http://grad.arizona.edu. There are many resources available to you, including your advising professor, the Graduate Coordinator, the staff and faculty of SNRE, and your peers.

The University of Arizona is a major land-grant university consistently ranked among the top public universities for education and for total research and development spending. It is the only Association of American Universities (AAU) member university in Arizona. AAU member universities are on the leading edge of innovation, scholarship, and solutions that contribute to the nation’s economy, security, and well-being.

The School of Natural Resources and the Environment (SNRE) consists of 5 administrative programs: (1) Natural Resources Studies, (2) Ecology, Management and Restoration of Rangelands, (3) Watershed Management and Ecohydrology, (4) Wildlife, Fisheries Conservation and Management, and (5) Water, Society and Policy. Each of these programs, headed by a Program Chair, has educational, research, and service responsibilities. The School deliberately avoided a department structure to encourage and facilitate inter-program affiliations and interdisciplinary teaching and research efforts.

Research is directed towards understanding natural resource systems and how to manage these systems in response to increasing demands placed on them. We develop management alternatives that combine the application of resource science with political, economic, social, and legal knowledge. Research by faculty and graduate students has helped increase rangeland productivity, reduce livestock/wildlife conflicts, increase forest and rangeland water yields, protect the state’s wildlife and recreation resources, and improve systems for analysis of and public participation in natural resources decision-making. The Plant Materials Center, Santa Rita Experimental Range, Beaver Creek Watershed, Saguaro National Park, Coronado National Forest, and Buenos Aires National Wildlife Refuge offer a range of types of vegetation, soils, geological formations, and environments for conducting research on natural or modified ecosystems in the Southwest.

Welcome!
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CONTACTS

**Director (Interim)**  
Dr. Willem Van Leeuwen  
ENR2 N410  
626-0058  
leeuw@email.arizona.edu

**Associate Director**  
Dr. Jia Hu  
ENR2 N229  
621-1062  
jiahu@email.arizona.edu

**Associate Director**  
Dr. Rachel Gallery  
ENR2 N335  
626-4685  
grallery@email.arizona.edu

**WSP Program Chair**  
Dr. Gregg Garfin  
ENR2 N419  
626-0058  
gmgarfin@email.arizona.edu

**Graduate Coordinator:** Provide help with the logistics of your graduate program.  
Katie Hughes  
ENR2 N321  
621-7260  
khughes@email.arizona.edu

**The SNRE Business Office:** school support staff, business and human resources, administrative details, reserving vehicles, reimbursement paperwork, personnel, travel, grants, payroll, purchasing, funding management, answers to many questions.  
Visit [http://snre.arizona.edu/snrebiz](http://snre.arizona.edu/snrebiz) for appropriate forms or other information, or send a general email to bizsnre@cals.arizona.edu and the right person will address the issue.

<table>
<thead>
<tr>
<th>Ashley Stewart, Program Coordinator</th>
<th>Room N327</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethina Krogsgaard, Business Manager</td>
<td>Room N331</td>
</tr>
<tr>
<td>Brianna Russo, AZ Cooperative Fish and Wildlife Unit</td>
<td>Room N325</td>
</tr>
<tr>
<td>Debbi Busak, Program Coordinator</td>
<td>Room N326</td>
</tr>
<tr>
<td>Rebecca Collins, Accountant</td>
<td>Room N329</td>
</tr>
<tr>
<td>Yessica Garate, Accountant</td>
<td>Room N325</td>
</tr>
<tr>
<td>Lynn Frazier, Grants and Contracts Manager</td>
<td>Room N362</td>
</tr>
</tbody>
</table>

**Computing Support:** Help with networking, technical, and computing support. UITS provides support for UAccess, work and personal computers 24/7.

<table>
<thead>
<tr>
<th>Andy Honaman</th>
<th>UITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:amh@email.arizona.edu">amh@email.arizona.edu</a></td>
<td>24-hour-a-day tech support</td>
</tr>
<tr>
<td>ENR2 N455, 621-5517</td>
<td>(520) 626-TECH (8324)</td>
</tr>
</tbody>
</table>
FACULTY IN WATER, SOCIETY AND POLICY (eligible to serve as FACULTY ADVISOR)

Elizabeth Baldwin  
*Energy and water policy implementation, role of non-state actors in natural resource policy, stakeholder involvement*

Jeff Banister  
*Research and teaching focus primarily on resource governance and politics in the US-Mexico borderlands, Mexico, and Latin America.*

Courtney Crosson  
*Regenerative water and energy designs at the urban scale, net zero design, licensed architect*

Gregg Garfin  
*Climate services, climate variability and change, climate change adaptation, decision support, discussion support, drought, knowledge exchange, stakeholder engagement, U.S.-Mexico border*

Andrea Gerlak  
*Water governance and policy; global environmental policy; transboundary waters, groundwater management; resilience, adaptation, social-ecological systems; Western U.S., U.S., Latin America, SE Asia, Europe*

Stuart Marsh  
*Land use and land cover change; impacts of climate and anthropogenic change on arid lands; remote sensing; application of geospatial technologies to environmental studies; development of decision support systems for natural resource management*

Tom Meixner  
*The intersection of hydrology and biogeochemistry; how hydrologic processes play a fundamental role in controlling biogeochemical processes and fluxes at the catchment scale*

AFFILIATED FACULTY (TEACH COURSES ON OR RESEARCH WATER RELATED TOPICS)

Karletta Chief
Bonnie Colby
Ben Columbi
Kirsten Engel
Jia Hu
Sharon Megdal
Chris Scott
Jose Soto
Robert Varady
Connie Woodhouse

CHECKLIST FOR NEW STUDENTS

Get a University Email Account  
You are required to have a University account: go to [https://account.arizona.edu/](https://account.arizona.edu/). All University business is conducted via your UA email address. It is the official form of communication at the UA.

Enroll in Classes  
Work with your advisor to pick classes for your first semester. You can register using the on-line system UAccess. If you are unable to register, it may be because Campus Health doesn’t have your
complete immunization record. Check with them or with the graduate coordinator to determine if you have a registration hold.

**Get your ID**
Once you’re enrolled, obtain a Cat Card (UA ID card) from the Cat Card office in the Student Union.

**Get your Keys and a Study Carrel**
Once you have a Cat Card, you can get a study carrel with lockable storage as well as keyless access to the building. The graduate coordinator will help you with desk space and keys etc…, during Orientation.

**Add Yourself to the Website**
Go to [http://snre.arizona.edu/snrebiz/misc](http://snre.arizona.edu/snrebiz/misc) and look under Website to download the Website Profile Form. Forms should be sent to bizsnre@cals.arizona.edu.

**Meet with the Graduate Coordinator**
See Shannon Scott in ENR2 N322 to update your contact information, subscribe to the graduate student listserv, and make sure you are set for the coming semester. Shannon offers a new student orientation at the beginning of each semester.

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**GETTING INFORMATION**

It is useful to stay in the information loop to make sure you hear about job and funding opportunities, professional societies and clubs, professional meetings, academic policies, seminars, and other miscellaneous details. Here’s how to do it.

**Listserv**
We have a grad student listserv. The graduate coordinator posts messages regularly about jobs and scholarships and events. To post to the listserv, send a message to the graduate coordinator for forwarding to all SNRE graduate students.

**Advising Professor**
Your major professor can help you not only with your research program, but also with professional development, opportunities for experience, guidance on course selection, and procedural details.

**General Information and Forms**
Information about Graduate College policies, procedures, and forms (GradPath) can be found on the Graduate College Website ([http://grad.arizona.edu/gsas/degree-requirements](http://grad.arizona.edu/gsas/degree-requirements)). You must acquaint yourself with these requirements and deadlines and remain informed of updates throughout your academic career as SNRE uses Graduate College policies as the basis for general requirements within the school, but many requirements and policies within SNRE and CALS are higher than those of the Graduate College.

Information about School policies, forms, and other administrative services can be found our website under the resources tab on the current student page: [http://snre.arizona.edu/](http://snre.arizona.edu/)

Resources for parents, for professional development, for health and wellness, etc. can be found here: [http://grad.arizona.edu/new-and-current-students](http://grad.arizona.edu/new-and-current-students) as well as on the SNRE website.
GRADUATE COLLEGE AND SNRE POLICIES

Continuous Enrollment Policy
Students must register each fall and spring for a minimum of 3 graduate units from original matriculation until all degree requirements are met. Students must maintain a 3.0 cumulative GPA. Nine units is considered full time enrollment; 6 units is part-time.

All students are required to enroll for a minimum of 10 units during the term(s) in which they are supported by a graduate assistantship/associateship, of which at least 6 must be graduate level units. Audited courses do not satisfy this requirement.

MS students who have finished all coursework on their plan of study may register for a minimum of one graduate level unit each semester until all requirements for the MS degree are met, provided they are not on an assistantship. If they have scholarships or tuition waivers, other degree requirements may apply. Check with the graduate coordinator and/or the organization providing the scholarship if you are unsure.

MS students graduating, or using significant faculty time during the summer or winter session must register for a minimum of one unit in summer or winter session.

NOTE: International students must meet the appropriate registration requirement for their visas.

NOTE: The Graduate College requirements are only a minimum requirement and do not override other requirements a student may have to meet.

Unless excused by an official Leave of Absence, all students are subject to the Continuous Enrollment Policy. If students fail to maintain continuous enrollment, they will be required to apply for readmission and pay the Graduate College application fee. No tuition waivers will be applied retroactively.

Student Role in Departmental Governance
Graduate Student representatives are elected by the graduate student body in SNRE for one year terms. The Natural Resources Graduate Student Organization coordinates the election of the representative. The representative serves as an official liaison between the students and faculty of the program and serve on the Strategic Planning Committee for the department.

Incomplete Policy
Students earning a grade of Incomplete, “I” for a course should submit a completed Report of Incomplete Grade form to the Graduate Advisor for inclusion in their academic record.
https://registrar.arizona.edu/sites/default/files/incomplete_grade_report_5-5-14.pdf Incomplete grades should be completed in a timely manner and are submitted at the discretion of the course Instructor.

Student Appeal Policies
Students have the right to formally request exceptions to department policies and procedures or formally appeal department decisions by submitting a petition to the Director of Graduate Studies.
https://snre.arizona.edu/sites/snre.arizona.edu/files/Internal%20Graduate%20Petition%20SNRE.pdf. For grievances that can’t be resolved at the school level, please contact the Graduate College.
https://grad.arizona.edu/policies/academic-policies/grievance-policy

**Academic Integrity**
https://deanofstudents.arizona.edu/policies/code-academic-integrity

University of Arizona General Catalog http://catalog.arizona.edu/
HOW TO SUCCESSFULLY COMPLETE THE WSP MS DEGREE

Graduates of the program are able to understand the basic principles of hydrology, social science, management, law, and policy and are able to contribute to making informed decisions regarding water resources.

Meet with your Faculty Advisor
At the beginning of the first semester, students should meet with their faculty advisor. At your meeting, you typically review your plan of study (see below for details) and discuss potential MS projects. Be prepared to bring a draft Plan of Study, transcripts from previous universities attended, and proposed project ideas.

What is the Responsible Conduct of Research Statement?
Once you have an idea of your project requirements, be sure to get any needed IACUC or IRB approvals and fill out the Responsible Conduct of Research statement in GradPath (UA GradPath Forms). This is the first form you must complete in GradPath and you cannot open the next form you need until this is completed. To see the form, click Create New. Make sure you've read the General Information section. Then, in the Certified section, read the statement and check the box. This form does not require any approvals; once submitted you are immediately able to access the next applicable form. To return to your forms page, click the Return button.

Committee Membership
The major professor serves as the chair and sole member of the advisory committee; the chair must be a tenure-track or equivalent UA faculty member. Your advisor will be the final approver for your MS Project.

Masters Plan of Study (MPOS)
The Plan of Study Form (UA GradPath Forms) will list the courses you will use towards completion of your degree requirements. You must submit your Plan of Study by the end of the second semester in the program. The Graduate College charges your bursar's account $35 in graduate candidacy fees after processing this paperwork.

- Courses must be graduate level (500-level +) courses, at least half of which must be assigned letter grades (A, B, C. . .).
- Transfer credit cannot account for more than 20% of the minimum units required for your degree (6 units). If you anticipate using transfer courses, you can submit the 'Evaluation of Transfer Credit' form (UA GradPath Forms) when you begin your program to ensure the desired courses are eligible for transfer.
- Do NOT list course work deficiencies unless they can be counted towards your degree • DO list your Report units (RNR 909; no more than 6 units).

To modify your plan of study once it has been approved, use the Modify button in GradPath.

Academic Course Requirements
The WSP MS degree requires completion of 32 units, distributed as follows:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Core courses</td>
<td>9 units</td>
</tr>
<tr>
<td>Science Core Courses</td>
<td>3-4 units</td>
</tr>
<tr>
<td>Water, Society and Policy Seminar</td>
<td>2 units</td>
</tr>
<tr>
<td>Electives</td>
<td>12-14 units</td>
</tr>
<tr>
<td>Master’s Project</td>
<td>6 units</td>
</tr>
</tbody>
</table>
Any of the Policy and Science core courses may be taken as electives if they are not used to satisfy core requirements. Substitutions to the core courses or exceptions to the list of approved electives must be approved through the SNRE petition process.

**Major Project Guidelines**

Students are required to complete a major project for the MS WSP degree. The topic of the project will be selected during the first year of study by the student in consultation with his/her advisor. It should focus on a water policy issue of importance, ideally in a semi-arid environment. The student will prepare for the advisor’s approval a brief (2 to 3 pages) proposal outlining the objectives of the project, work plan, and deliverables. The project may stem from an internship; however a formal internship is not required. The time and effort invested should represent six-units of academic credit. According to the Arizona Board of Regents, each unit awarded should represent 45 hours of study. However, the acceptability of the final project is the decision of the advisor. The final deliverables are for the student and the advisor to determine. However, at a minimum a written report and an oral presentation are required. The project is to be completed by the end of the second year of study or by the expected graduation date, whichever comes later.

During this time you should submit your **Committee Approval Form** via GradPath (UA GradPath Forms). This will ensure that you have a valid committee (your advisor is an official UA faculty member) for the approval of your completion of degree requirements. **Remember the WSP degree requires only 1 committee member but you still need to submit this form the Graduate College.**

**Minimum Requirements**

- Project proposal (2-3 page minimum)
- 270 hours of work with the project host
- Written report
- Oral presentation

**Recommended Project Proposal Elements**

- Project host organization, and point of contact
- Objectives
- Work plan
  - Tasks
  - Anticipated hours for each task
  - Expected dates of completion for each task ("milestones")
  - Note: you may choose to use a [logic model](#), if it helps you articulate the components of your work plan
- Deliverables

**Recommended Written Report Elements**

- Title page
  - Project title
  - Student’s name
  - Advisor’s name
  - Date
- Contents
- Abstract or Executive Summary (1 paragraph to 1 page in length)
- Introduction
  - Brief description of your project
Why is this work important?
- Important background factors
- Information about the host organization, if pertinent

Objectives
- Methods or process
- Reflections on the internship experience and/or Key findings
- Concluding remarks (e.g., lessons learned)
- Appendices (e.g., journal entries, oral presentation PowerPoint slides)
- Note: Reference to key literature is recommended, if it helps you present background information, articulate methods, or helps you place your findings in a broader context (such as a local, state, or national policy context, or the context of your career goals)

Tips for working with your project host and/or host organization
- Align your objectives, work plan, and deliverables with your host’s needs and the requirements of your advisor.
- It will probably be helpful (but not required) to have your advisor and host sign off, in writing, and to provide copies to your advisor and host.
- Establish a communication plan with your host and with your advisor. Although this sounds formal, it will help set expectations and relieve any awkwardness about contacting your host and/or your advisor.

Final Project submission
Upon completion of your coursework and your major project do the following:

Send the “Master’s/Specialist Completion of Degree Requirements” (CDR) Form http://snre.arizona.edu/academics/current-students/masters-degrees to your advisor when you complete your project. After you are finished, turn the CDR in to the graduate coordinator.

Deadlines for completing your requirements can be found on the Graduate College website (http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation). In Fall and Spring the deadline is always the last day of finals for that semester.

Turn in your project
Please submit an electronic copy of your project to the graduate coordinator for inclusion in the School database. Please send a copy to your advisor, too.

Schedule a room for your final presentation and create an announcement
Discuss a time with your advisor and host organization if applicable. Contact the Graduate coordinator to find a room for the presentation. You should schedule 2 hours to allow time for the presentation and discussion. Please use this template for your announcement: template. Send your announcement to Katie 2 weeks prior to event.

Clear all fees with the Bursar’s office

Time Limit for Degree Completion
MS students are expected to complete their programs within 3 years or 6 semesters. All work for the M.S. must be completed within a 6-year period, beginning with the earliest (UA or transfer) course on the Plan of Study or coursework begins expiring.
***Should you and your advisor decide that you should continue into a PhD program in SNRE, you must have written support from your advisor in the form of a letter of recommendation, apply to the program in GradApp, and pay the mandatory application fee.

**GRADUATE SATISFACTORY PROGRESS POLICY**

WSP MS School of Natural Resources and the Environment

Graduate students in the Water, Society and Policy MS in the School of Natural Resources and the Environment will be evaluated for satisfactory progress based on their grade point average and overall progress towards completion of degree requirements.

**Grade point average**

A high level of performance is expected of students in our graduate degree program. Students must maintain a minimum of a 3.0 cumulative GPA, and a 3.0 semester average.

Students failing to meet GPA requirements will be placed on probation by the Graduate College for one semester. If the cumulative GPA is not raised to the minimum required in the following semester (i.e., within one semester), the student's advisor will decide whether to 1) dismiss the student from the program or 2) with Graduate College approval, allow the student to continue on probation upon approval of a remediation plan.

**Graduate Mileposts**

No later than one month after final grades are posted in the spring, a form generated by the graduate coordinator will be distributed to faculty for each of their graduate, degree-seeking advisees. The form will highlight GPA deficiencies and whether the student has completed the appropriate Mileposts (e.g., plan of study, committee appointment) during the recommended semester. The faculty advisor will make comments and sign the form, which will then be distributed to the student and the graduate coordinator. Students who fail to make satisfactory academic or research progress will be notified in writing of their status (with a copy of the letter going to the Graduate College).

**Time to completion**

It is in the best interests of students and the School for degrees to be earned in a timely fashion. MS students who have not completed degree requirements in 3 years will receive a letter strongly encouraging them to complete all degree requirements within 1 year. Students who fail to meet this deadline will be sent another letter (with a copy going to the Graduate College) and will be required to submit a letter requesting and justifying a time extension. A letter of endorsement from the faculty advisor and advisory committee must accompany the student's letter of request. This process will be repeated annually, with faculty being reminded of their ability to dismiss a student from the program should they choose.

Students who fail to complete requirements and fail to submit a letter requesting a time extension will be automatically dropped from the program at the end of the academic year. Students who request a time extension and fail to meet it may request another provided they have faculty and committee endorsement. The time extension is requested via the Graduate Petition process and is subject to Graduate College approval. Students dismissed from the program are eligible to reapply.
Graduate Degree Milestones
This table is a guide to the administrative steps toward earning your degree. Required forms are available in GradPath.

<table>
<thead>
<tr>
<th>When</th>
<th>M.S. Degree task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of 1st semester</td>
<td>Orientation and initial advising; plan coursework</td>
</tr>
<tr>
<td>End of 2nd semester</td>
<td>Determine project and submit proposal to advisor; submit Plan of Study Form; submit Annual Report</td>
</tr>
<tr>
<td>Summer</td>
<td>Work with host organization or conduct research for project</td>
</tr>
<tr>
<td>3rd and 4th semester</td>
<td>Complete project work</td>
</tr>
<tr>
<td>4th semester</td>
<td>Complete project report; Present project to public</td>
</tr>
<tr>
<td></td>
<td>Submit SNRE Completion of Degree Requirements Form and send a copy of project report to Graduate Coordinator and Faculty Advisor</td>
</tr>
</tbody>
</table>

MISCELLANEOUS DETAILS
Office Space
Office space or study carrels may be available in the open student desk space on the 2nd, 3rd, and 4th floors of ENR2 north. Desks/carrels are assigned with the following preferences:
- Funded PhD students
- Funded MS students
- Unfunded PhD students
- Unfunded MS students
In general, PhD students are assigned the larger desks. Check with the graduate coordinator to see if office space is available for you.

If you find that you are not using your desk space, please let the graduate coordinator know so that your space can be allocated to others as needed.

Computing Facilities
ICF: Instructing Computing Facility: ENR2 N250
The ICF is reserved for regularly offered courses in SNRE and special workshops and seminars. Students who are registered in classes will have active accounts and access to computers in the ICF during regularly scheduled lab times. The ICF does not, normally, support open access times.

RCF: Research Computing Facility: ENR2 N455
The Research Computing Facility housed in ART (Advanced Resource Technology) ENR2 N455, is a GIS (Geographic Information Systems) service center for research projects. The facility offers support and software access for spatial and tabular research data sets; as well as a large format plotting services. Students are assigned accounts by the support staff only.
ART: Advanced Resource Technology Group ([http://cals.arizona.edu/art/](http://cals.arizona.edu/art/))

The Advanced Resource Technology Group (ART) was formed in 1988 to provide leadership in such areas as GIS institutional development, GIS environmental database design and development, application of cartographic and spatial analysis for agriculture, natural resources, and rural development. The ART Group provides GIS support services for research and extension, and the College of Agriculture and Life Sciences. ART can help with GIS hardware and software selection, provides advice and training on GIS database development and analysis, and offers technical review of proposals. Furthermore, as an integral component of research and extension, ART faculty promotes and assists in the development of GIS instructional resources and curriculum.

**Mail**

Graduate student mailboxes are located in ENR2 N384 and mail is sorted in alphabetical batches (e.g., A-F, etc.) address is below.

School of Natural Resources and the Environment  
Environment and Natural Resources 2, Room N384  
University of Arizona  
Tucson, AZ 85721

OR (for Fed Ex)  
Environment and Natural Resources 2, Room N384  
1064 East Lowell Street Tucson  
Arizona 85719

**Office Equipment**

Xerox and fax machines are available on a limited basis. Check with the business office for availability, and your faculty advisor for a project specific code for copying. This code is also used to facilitate printing from your laptop or desktop computer.

**Parking Permits**

Contact Parking and Transportation for a parking permit and information on discounted bus passes ([https://parking.arizona.edu/](https://parking.arizona.edu/)). Biking to campus is encouraged and free.

**Purchasing and Supplies**

Before making any purchases on a grant, you will need to make sure you have an account number and an object code for the item to be purchased. Purchasing Forms and instructions are available at [https://snre.arizona.edu/snrebiz/purchasing](https://snre.arizona.edu/snrebiz/purchasing) Contact bizsnre@cals.arizona.edu for assistance.

If you have purchased items and wish to be reimbursed, make sure to save your receipts. Find the forms at the above link and then work with the business office to get reimbursed.

**Vehicles and Travel**

Details on the paperwork that needs to be processed through Motor Pool can be obtained with approval of your major professor at [https://snre.arizona.edu/snrebiz/travel](https://snre.arizona.edu/snrebiz/travel) Travel Authorization Forms can also be found on the SNRE website. If you will be doing many weekend trips to your
field site within Arizona, request a blanket travel authorization for a given period of time (i.e., the duration of your project)

**FUNDING**

SNRE does not offer departmentally funded research assistantships for graduate students but a limited number of teaching assistantships (TAs) may be available each semester with funding provided by the College of Agriculture and Life Sciences (CALS). Typically, the instructors with courses assigned TAs decide to whom these positions are awarded, with preference going to their own graduate students. In the case that the instructor does not have their own graduate student TA the course, preference is given to the most qualified available candidate.

If you were awarded a research assistantship, work with the business office to be sure your assistantship contract is in order. If you have any questions about your funding or any other details related to your employment, please work with the business office ([mailto:bizsnre@cals.arizona.edu](mailto:bizsnre@cals.arizona.edu)) and your major advisor.

**Eligibility**

Students should recognize that financial support is a privilege and is not guaranteed. In order to receive financial aid, SNRE requires that:

- Each student must exhibit full-time graduate status at the level of at least 10 registered units each semester; and
- Each student must maintain a cumulative GPA of 3.0 or higher while enrolled in the graduate program
- Additional requirements for financial aid eligibility apply to international applicants. Please see the following page for more information: [https://grad.arizona.edu/funding/ga/english-speaking-proficiency-evaluation](https://grad.arizona.edu/funding/ga/english-speaking-proficiency-evaluation).

All MS and PhD students are encouraged to seek out funding from a variety of sources; the Graduate College has online resources which can facilitate this effort. Students are also strongly encouraged to apply for fellowship awards from local and national agencies.

Note: Graduate Certificate students are not eligible for financial assistance, unless concurrently enrolled in a separate MS or PhD program at the University of Arizona.

**Financial Assistance**


**Assistantship/Associateship**

Students are required to enroll for a minimum of 6 units (9 units if on CALS first year funding) during the term(s) in which they are supported by a graduate assistantship/associateship, of which at least 6 must be graduate level units. Audited courses do not satisfy this requirement. You must maintain a 3.0 cumulative GPA. Assistantships include health insurance, a remission of in-state tuition, and a waiver of non-resident tuition. **RAs and TAs are required to pay their expected registration fees (not tuition and insurance) by the first day of the semester in order to avoid late registration charges.**
Mandatory Training for Assistantships/Associateships
All new students with assistantships/associateships have mandatory online trainings (https://grad.arizona.edu/funding/ga/mandatory-online-training).

- **Title IX** training for employees (Preventing Sexual Misconduct)—REQUIRED FOR ALL
- **Conflict of Interest Training**—REQUIRED FOR RAs
- **FERPA** (The Federal Education Right Protection Act) REQUIRED FOR TAs
- **TATO** (Teaching Assistant Training Online) REQUIRED FOR TAs

https://grad.arizona.edu/funding/ga/mandatory-online-training.

International students are required to have: (a) a TOEFL score of 550 (written) or 213 (computer) or higher or a degree from a US institution and a TSE with a score of 50, a SPEAK score of 230 or higher, a TOEFL score of 24 or better on the spoken portion, or (b) be a citizen of an English-speaking country.

Graduate Tuition and Registration Scholarships
Each spring, the Graduate College allocates a lump sum to SNRE to distribute as tuition scholarships (they can ONLY be used for this purpose, and ONLY for fall or spring, not summer, sessions). The application process is announced each spring. **Recipients are required to pay their expected registration fees (not tuition and insurance) in a timely manner in order to avoid late registration charges.** Please see http://grad.arizona.edu/funding/opportunities/graduate-tuition-waivers-rc-waivers for eligibility.

School Wages
Opportunities are available for graduate students to earn hourly wages for work on specific research projects or School Programs. Interested students should contact their major professor. Full time domestic students are allowed to work 25 hrs/wk. on campus while international students are limited to 20 hrs./wk. while enrolled in classes. You must be enrolled in at least 6 units to earn hourly wages.

College of Agriculture and Life Sciences Scholarships
Applications for various CALS scholarships, including several scholarships earmarked for SNRE students, can be obtained online at http://cals.arizona.edu/ each spring.

Travel:
Limited funds are available from the Graduate and Professional Student Council. See http://gpsc.arizona.edu/travel-grants

Office of Student Financial Aid (203 Administration Building)
Students interested in any financial program administered by the Office of Student Financial Aid must complete a SAFE (Student Assistance Financial Evaluation) application, which requires a small fee. Students are notified of the financial need for which they qualify within about 8 weeks.

Scholarship Universe: https://financialaid.arizona.edu/scholarshipuniverse